

MASS MEMORANDUM
#2007-02

TO: Chief Fiscal Officers

FROM: Mike S. Jackson, Director
Budget Development, Planning and Administration

DATE: August 15, 2006

SUBJECT: Fiscal Year 2008 Budget Process - Budget Development and Information System
(BDIS) 2.5 Instructions

This memorandum provides information for the use of BDIS to prepare the Fiscal Year 2008 operating budget. The following topics are discussed:

- ◆ Training
- ◆ Budget Tracking
- ◆ Internet Reporting
- ◆ CD/Software
- ◆ BDIS User Manual

Training

Training will be offered at 860 Silver Lake Blvd., McArdle Building, Pension Office Training Room, Dover, Delaware from 9:00 - 12:00 and 1:00 - 4:00 on the following dates:

September 7, 2006
September 20, 2006

September 19, 2006
September 27, 2006

Agencies should make reservations for these sessions via e-mail notification to Bob.Hunter@state.de.us. If you have any questions, please feel free to contact Bob Hunter at 744-1154.

Budget Tracking Hierarchy

BDIS 2.5 utilizes a hierarchy tracking from the fiscal and policy analyst, to agency supervisors and to individual users in each agency to allow individuals to indicate when their budget entry is completed. Attached please find the most recent list of users and hierarchy that our office has on file. Please mark all user and/or hierarchy changes on the enclosed attachment and return to Bob Hunter, Office of Management and Budget, SLC D570E by August 31, 2006.

Internet Reporting

Enhanced reporting software, CIZER REPORTS, remains directly accessible through BDIS 2.5. Cizer Reports are also accessible on a stand-alone basis via the Internet at:

<http://reports.budget.state.de.us>

You must use your BDIS login and password to access BDIS 2.5 data with the Cizer reporting software on a stand-alone basis.

CD/Software

The BDIS and Oracle software is available on a Compact Disk (CD) from the Office of Management and Budget. If your agency has not already received the updated software, please contact Becky Lovin at 739-4206 or at Rebecca.Lovin@state.de.us.

BDIS User Manual

Copies of the BDIS 2.5 user manual will be distributed during the training classes. The manual is also available at <http://www.state.de.us/budget/bdis-cizer/bdis.shtml>.

cc: Kim Wheatley
Fiscal and Policy Analysts

Attachment